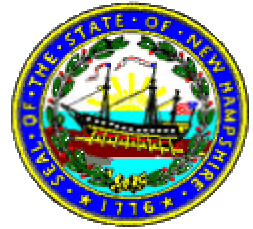




**NEW HAMPSHIRE NATIONAL GUARD
AGR VACANCY ANNOUNCEMENT
Human Resource Office (NHAG-HR)
State Military Reservation
4 Pembroke Road
Concord, NH 03301-5652**



DATE: 19 February 2003

ANNOUNCEMENT NUMBER NH 03- 301 (AR)

POSITION TITLE, SERIES/GRADE

READINESS NCO

FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY

MAXIMUM MILITARY GRADE SSG/E6

MERIT All current NHARNG AGR soldiers in the rank of SGT/E5 to SSG/E6

OPEN All NHARNG enlisted soldiers in the rank of SGT/E5 to SSG/E6 and those eligible to become a NHARNG member may apply.

CLOSING DATES

MERIT 19 March 2003

OPEN 26 March 2003

DUTY LOCATION

169th MP Platoon Det
Concord, NH 03301

TYPE OF APPOINTMENT

PERMANENT AGR

MAXIMUM RANK AND MOS

Maximum rank for this position is Staff Sergeant (E-6). The Readiness NCO must occupy a position required by the MTOE. This position requires that the incumbent be militarily assigned to a 95B MOS (Military Police) position within the unit of assignment. Selectee, if not MOSQ, must become qualified within the first 12 months of assignment.

FOR ADDITIONAL INFORMATION

Contact MSgt Delores Lamson, at DSN: 684-9331, commercial (603) 225-1331, fax (603) 225-6724, e-mail delores.lamson@nh.ngb.army.mil, or kandy.fredette@nh.ngb.army.mil., DSN 684-9327 or commercial (603) 225-1327. Other job postings are available at www.nhpeas.ang.af.mil/hro/JOBS/index.htm.

INSTRUCTIONS FOR APPLYING

MERIT: 1. A short written request that you are interested in the position, include announcement number. 2. Copy of DA Form 2-1. 3. Last five NCOER's.

OPEN: Applications for AGR vacancies must be submitted on a completed NGB Form 34-1 and include the following as a minimum.

- ? Announcement number and title of position
- ? Personnel Qualification Record (PQR)
- ? Last five NCOERs, if applicable
- ? Furnish three references with your application (name, phone number, address)

- ? Current status with the New Hampshire National Guard i.e. current permanent technician, AGR, temporary technician, ADSW
- ? Certified copy of DA Form 2-1
- ? Current or prior technicians must include a copy of your most current Standard Form 50 which annotates your technician status and grade
- ? Full length photograph in Class A uniform taken within the last 12 months
- ? DA 705 most recent APFT
- ? * Most recent copy of DD 2808 (Report of Medical Examination stating PULHES/physical rating) NOTE: A complete Chapter 2 physical must be completed and approved prior to starting an AGR tour
- ? * DD Form 214 or other verification of active service

***Required for applicants not presently in the AGR program**

Applications must be received in the Human Resource Office (NHAG-HR) NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above.

OTHER PERTINENT DATA

The Enlistment and Reenlistment Bonus, Student Loan Repayment Program incentive and the Selective Reserve Recruitment Health Care Professionals incentive will be **terminated** upon start date for an AGR Title 10 or Title 32 tour. Recoupment may be required depending on the specific incentive contract recoupment procedures.

MAIL RESTRICTION

Applications submitted at the government's expense will not be considered. This includes those submitted in government envelopes or postage and those submitted by way of a government fax machine. Applications may be *received* at NHAG-HR by government fax but sent by commercial fax at sender's expense.

EQUAL EMPLOYMENT OPPORTUNITY

The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

QUALIFICATIONS

Must possess state driver's license and be qualified to operate military vehicles, which are organic to the unit. Selected individual must agree to attend the Readiness NCO course at PEC within the first year of assignment. Formal training under the US Army Military Police School mandatory.

MINIMUM PREREQUISITES(if you do not meet these qualifications or your application does not include the information needed you will not be interviewed for the position)

- ? Meet Army height/weight standards, pass the AGR physical and have a physical profile with no numbers greater than 222221 in the PULHES area.
- ? Physical demands rating of moderately heavy
- ? Red/Green color Discrimination
- ? Minimum score of 95 in Aptitude area ST
- ? Security clearance of CONFIDENTIAL
- ? Must possess valid motor vehicle operator license
- ? No objection to performing security duties in vicinity of nuclear or chemical area
- ? No record of more than 15 days lost under section 972-10-USC
- ? Records which would prevent the granting of a security clearance under AR 604-5
- ? No record of pre-trial intervention or conviction

JOB DESCRIPTION

- ? Work directly with Commander and First Sergeant to foster the command climate set by unit leadership. Must operate by the 'caring for soldiers' approach.
- ? Provide quality customer service to all unit members and potential unit members.
- ? Directly involved in the strength maintenance and personnel readiness issues of the unit to include employer support and family programs. Work directly with the commander to monitor

the recruiting and retention activities of the unit. Work closely with the Recruiting and Retention NCO to target unit vacancies.

- ? Supervises the Commander's mobilization readiness objectives. Anticipates and recommends solutions for the unit in all aspects of mobilization readiness. Monitor mobilization reporting including annual PTSRs and coordination with unit mobilization station. Establishes a direct line of communication with training and mobilization action personnel at higher headquarters.
- ? Responsible for following the Commander's operational plan for full-time personnel management. Responsible for advising the commander and senior supervisory personnel on the status and efficiency of full-time personnel. Responsible for the overall supervision of all pay, personnel and administrative activities of full-time unit personnel. Supervises the overall operation of the full-time unit support staff to include the Training NCO and Supply Sergeant. The Readiness NCO will be in the rating scheme of subordinated full-time personnel.
- ? Supervises the development and monitoring of a comprehensive MOS qualification-training program. Advises the commander on training requirements for soldiers. Advises and assists unit leadership in selecting MOSQ program for soldiers and processes applications in ATRRS. Advises officer personnel on military education requirements and prepares applications for Army service schools and extension centers in ATRRS.
- ? Coordinates maintenance support required from supporting OMS.
- ? Manages monthly USR Unit Status Reporting Date. Works closely with higher headquarters to maintain accurate reporting. Coordinate with Commander to ensure USR remarks are timely and accurate. Attend quarterly / monthly USR briefings.
- ? Supervises the drafting of unit monthly training schedules for approval, which comply with command guidance and directives and the publications of higher headquarters. Assist Commander and First Sergeant with unit training meeting preparation.
- ? Supervises the maintenance of the unit training library, related training equipment and aids.
- ? Establishes a direct line of communication with pay, administrative, and supply action personnel in higher headquarters.
- ? Attends all full-time training meetings, quarterly reviews, monthly units training assemblies, additional training assemblies, monthly unit training meeting, and annual training periods.
- ? Coordinates availability of training sites, ranges, training equipment, and other facilities required for training.
- ? Be familiar with the Company and Battalion Yearly Training Guidance.
- ? Performs other duties as assigned.
- ? Report to Battalion Operations on a daily basis.

FOR THE ADJUTANT GENERAL

DEBORAH L. CARTER, LT COL, NHANG
Director of Human Resources